



## CAREER EXECUTIVE ASSIGNMENT Examination Announcement

California State Government supports equal opportunity to all regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CALIFORNIA STATE AUDITOR'S OFFICE (formerly the BUREAU OF STATE AUDITS)	<b>RELEASE DATE:</b>	April 28, 2014
<b>POSITION TITLE:</b>	Chief of Legislative and Governmental Affairs	<b>FINAL FILING DATE:</b>	May 9, 2014
<b>CEA LEVEL:</b>	CEA A	<b>EXTENDED FINAL FILING DATE:</b>	May 14, 2014
<b>SALARY RANGE:</b>	\$6,173.00 - \$13,381.00 per Month*	<b>BULLETIN ID:</b>	

\*Salary will be commensurate with applicable experience pursuant to GC 8544.

*The goal of the California State Auditor is to promote the efficient and effective management of public funds and programs by providing to citizens and government independent, objective, accurate, and timely evaluations of state and local governments' activities.*

### POSITION DESCRIPTION

The Chief of Legislative and Governmental Affairs, under the general direction of the State Auditor and the Chief Deputy Director, Operations, has full management responsibility for the California State Auditor's Office's (state auditor) legislative and government affairs program and serves as principal advisor to the executive office on all matters relating to the state Legislature and the Joint Legislative Audit Committee (JLAC). The Chief develops, implements, maintains, and recommends modifications to policies and protocols relating to interactions with federal, state, and local government entities as well as represents the office in interactions concerning legislative policy and budget processes affecting the office. As a member of the Executive Team, the Chief participates in the development of organizational philosophy and the office's strategic goals.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

#### Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

#### Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

#### Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

## KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform highly complex and sensitive administrative and policy functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislative, Judicial and Executive branches; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the office's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.
- (2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level executives and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative, Executive and Judicial branches; analyze complex problems and recommend effective courses of action; and prepare and review reports and other communication; and effectively contribute to the office's Equal Employment Opportunity objectives.

This body of knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level A.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Level B.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Level C.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

## DESIRABLE QUALIFICATIONS

- At least five years of increasingly responsible legislative experience, at least three of which must be in a managerial capacity for organizing, directing, and coordinating a comprehensive legislative, policy or fiscal analysis program.
- Knowledge of all areas of the legislative processes and procedures including committee organization, structure, and functions; the organizational structure of the California State Legislature and federal, state and local government; how different agencies within California State Government and the California Legislature interact with each other and work together.
- Ability to establish and maintain effective communication with legislators, legislative staff members, legislative committees, the Governor's Office, and federal, state and local governments; to identify legislative objectives, draft legislation and analyze legislation of concern to the state auditor's office; and to effectively communicate and contribute in an executive office setting.
- Ability to contribute to periodic strategic planning updates and implementation efforts.
- Knowledge of the state auditor's administrative goals and policies.

## DESIRABLE CHARACTERISTICS

*Integrity* – Models high standards of honesty, integrity, trust, openness, and respect of individuals. Has the ability to make decisions and be accountable for those decisions.

*Commitment*— Cooperates to achieve the state auditor’s mission, goals, and values and encourages diversity of opinions. Has a clear expression of ideas, thoughts, and expectations. Has the ability to interact and communicate effectively with staff and high-level management representatives of federal, state, and local agencies.

*Leadership* – Has the ability to inspire, motivate, and guide staff toward goal accomplishment. Promotes excellence in government and is proactive in educating our stakeholders about what we do.

Applicants with advanced education degrees (MBA or comparable) are preferred.

## EXAMINATION INFORMATION

*The position exists with the California State Auditor’s office in Sacramento. The examination process will consist of an application and Statement of Qualifications (SOQ) reviewed by a screening committee. A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews **may** be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief of Legislative and Governmental Affairs** with the California State Auditor. Applications will be retained for twelve months.*

## STATEMENT OF QUALIFICATIONS

*All interested applicants are required to submit a SOQ with specific information on how his/her background, knowledge, skills, and abilities meet the minimum qualifications, desirable qualifications, and desirable characteristics listed in this announcement.*

## FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Std. 678).
- A "Statement of Qualifications" (SOQ). The SOQ should be one to two pages in length and is a separate discussion from the application.
- Resumes do not take the place of the Statement of Qualifications.

All applications must be postmarked no later than the final filing date. **Applications postmarked after the final filing date will not be accepted for any reason. Applications not sent through the U.S. postal service (those that are hand delivered) must be received by 5:00 p.m. on the final filing date. Faxed or emailed applications will NOT be accepted.** Applications submitted without a SOQ will be eliminated from the examination process.

**Applications and Statement of Qualifications must be submitted by the final filing date to:**

California State Auditor’s Office  
Kristina Gin, Human Resources  
621 Capitol Mall, Suite 1200  
Sacramento, CA 95814

## SPECIAL TESTING

If you have a disability and need special testing arrangements, mark “yes” on Question #2 on the Standard State Application (Std. 678). The Human Resources Office will contact you to make special testing arrangements.

## **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The California State Auditor reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

## **GENERAL QUALIFICATIONS**

Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Upon appointment, all employees of the California State Auditor are subject to a background check and fingerprinting.

***California Relay (Telephone) Service for the Deaf or Hearing Impaired:  
From TDD phones(800) 735-2929, from voice phones: (800) 735-2922***

**Class specs:** <http://www.calhr.ca.gov/state-hr-professionals/Pages/cea-exempt-letters.aspx>